



The ACADEMY

South Bay Regional Public Safety Training Consortium

3095 Yerba Buena Road, San Jose, CA 95135 ♦ Phone (408) 270-6458 ♦ Fax (408) 238-0286

STAFF ASSISTANT FOR INSTRUCTION

Job Announcement

SALARY – Range74

*\$3,287.63- \$3,996.13 Mo.
2006-2007 Salary Scale*

DEFINITION

A Staff Assistant performs a wide variety of complex and specialized office support tasks associated with instructional programs at the Consortium's multiple training sites; also assists the Instructional Services Coordinator with tasks as assigned.

ASSIGNMENT

40 hours per week, 12 months per year.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by management personnel, and technical supervision is provided by the Instructional Services Coordinator.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to, the following:

- Act as receptionist, screen calls, greet visitors, and refer inquiries as appropriate.
- Take reservations for Consortium classes, utilizing computer software applications.
- Assist Consortium and Instructional staff with specialized office support work.
- Prepare and update a variety of reports, which may require the use of arithmetic calculations, problem-solving skills and independent analysis.
- Establish student files and maintain confidential student and employee information.
- Handle cash transactions or other payments and issue receipts.
- Score tests, post grades, and other related duties as assigned.
- Perform office support activities such as processing mail and instructional course material, provide course support including data input, contacting agencies, working with students and other related duties.
- Assist in registration of students and perform instructional support functions at various locations where courses are delivered.
- Work with the public and provide quality customer service.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Good oral and written communication skills, including English spelling, grammar, punctuation and vocabulary;



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<http://www.theacademy.ca.gov>

- Proficient in contemporary office methods, procedures and equipment, including personal computers, software applications, word processing, spreadsheets, etc;
- Editing, proofreading and writing techniques;
- Business math computations; and
- Basic business data processing principles.

Ability to:

- Work independently without close supervision, as well as take direction from supervisor and others;
- Work with Microsoft-based applications or demonstrate skills to learn applications quickly; including Microsoft Word, Excel, Access and other proprietary software applications;
- Understand and implement the dynamics of team work;
- Present a professional and positive model in the work environment;
- Research, write, edit and proofread accurately;
- Analyze situations carefully and adopt effective courses of action;
- Handle sensitive matters with diplomacy and tact;
- Maintain confidentiality pertaining to students, employees and instructors;
- Operate a calculator, micro computer, fax machine and other office equipment;
- Keyboard at a sufficient rate (approx. 65 wpm) to meet the needs of the job;
- Work with a significant degree of independence in carrying out assigned duties and schedule work to effectively meet deadlines and time schedules;
- Establish and maintain effective working relationships with staff, students, outside agencies, media representatives and the general public;
- Communicate effectively both orally and in writing;
- Organize, prioritize and coordinate work activities.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be to have the educational equivalent to a high school diploma and two years of office support experience, or an AA degree with limited other experience.

SALARY

Range 74 (\$39,451.56 to \$47,953.56 annually based upon 2006/2007 Salary Schedule).

FIRST REVIEW DATE:

OPEN UNTIL FILLED - FIRST REVIEW DATE IS: February 28, 2007 by 5:00 P.M.

The first review date is the date by which applications are guaranteed to be reviewed. Applications received after the first review date may not be reviewed, depending upon the status of the position.

REQUIRED APPLICATION PROCEDURES:

Only applications meeting the required qualifications will be forwarded to the screening committee for review. It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:

- A completed, signed South Bay Regional PSTC Application;
- A current resume of all work experience, formal education and training;
- A cover letter that supports your candidacy for the position.

TO REQUEST AN APPLICATION:

Visit our website: www.theacademy.ca.gov

E-mail: norma.rivellini@theacademy.ca.gov

Telephone (408) 223-6744

SUBMIT APPLICATION MATERIALS TO:

South Bay Regional PSTC, ATTN: Ms. Norma Rivellini

3095 Yerba Buena Rd

San Jose, CA 95135

408-223-6744 Fax: (408) 239-0763

- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- We are unable to return or duplicate application materials.
- Candidates must assume all travel costs if invited to interview for the position.

"South Bay Regional PSTC is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnicity, race, color, language, accent, immigration status, ancestry, national origin, age, gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose."